

Department of Administrative Services Division of Fleet & Surplus Services Policies and Procedures	Effective Date: 01/01/2004 Revision Date: 00/00/00 Page 1 of 2
Subject: Surplusing of State Electronic Media and Telecommunication Equipment	

Purpose:

The purpose of this policy is to define and promulgate the minimum requirements for the removal of State confidential data, licensed and subscription services from an agency's (owned or Leased) computer hard drives, all electronic media resources, radios and cell-phones prior to being surplused, transferred, and traded-in, otherwise disposed of including hard drive replacement.

Background:

The surplusing, transfer, trade-in, disposal of computers, or replacement of electronic storage media, and computer software can create information security risk for the agency. These risks are related to potential violations of software license agreements, unauthorized release of sensitive and/or confidential information. Risk related to radios and other communication devices are unauthorized or unlawful use and access to emergency/law-enforcement channels of communication and cell-phone services intended for official State personnel use only.

Policy & Procedures:

This policy is applicable to all State agencies, their field operations and institutions of higher education (collectively referred to as "Agency") that surplus, transfer, trade-in, otherwise dispose of, or replace various media storage components. The heads of State agencies, the heads of their field offices, and the heads of institutions of higher education are responsible for compliance with this policy.

Definitions:

Removal of State of Utah Data: Removal of data from hard drives and electronic media is the process of removing sensitive and/or confidential programs or data files on computer hard drives or electronic media in a manner that gives assurance that the information cannot be recovered by keyboard or laboratory attack.

Cancellation/Deletion of Licensed, Subscription, and Frequency Services: Cancellation and/or deletion of subscription or frequency services is the process of terminating cell-phone subscription, removing or erasing all emergency or law-enforcement radio frequencies and licensed services in a manner that gives assurance that the equipment item or service is rendered ineffectual when acquired by purchaser/recipient.

Examples of Other media: Include but are not limited to tapes, diskettes, CDs, DVDs smart media devices, PDAs, and USB data storage devices.

1. Each agency head or head of an institution of higher education shall create an audit function or procedure to test for compliance with this policy any computer hard drives or electronic media that are surplused, transferred, traded-in, or when storage media is replaced.

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2. Each agency head or head of an institution of higher education shall create an audit function or procedure to test for compliance with this policy any devices that provide wireless communication service or send/receive transmission frequency services that are surplus, transferred, or traded-in.
3. Each agency head or head of an institution of higher education shall verify in writing to the surplus agency that every item listed on surplus document (SP-1) as defined in this policy have meet the requirements delineated in this policy. Failure by the agency head to comply with these requirements will necessitate engaging other sources to accomplish the purpose of this policy. Any and all cost incurred for this effort shall be billed directly to the property-relinquishing agency.
4. Each agency head or head of an institution of higher education shall be notified by USASP upon intent to employ outside services or USASP resources to test/ remove data files or render item inoperable for which the agency will be billed per established per current FYxx Rates, Fees, and other Charges (<http://rates.state.ut.us/SurplusRates.htm>).

Recommended Process:

1. There are two acceptable methods to be used for data Storage devices/ Hard Drive data destruction:
 - 1) Overwriting- Overwriting is an approved method for removal of agency data from hard disk storage media. Overwriting of data means replacing previously stored data on a drive, disks, memory cards, tapes, or CD-RWs with a predetermined pattern of meaningless information. This effectively renders the data unrecoverable.
 - 2) Degaussing- A process whereby the magnetic media are erased (returned to a zero state). Degaussing or demagnetizing reduces the magnetic flux to virtual zero by applying a reverse magnetizing field. Properly applied, degaussing renders any previously stored data on magnetic media unreadable. Degaussing should only be used as an alternate method.
2. Cell Phones and Radio Receiver/Transmitter
 - 1) Cancel subscription service, delete phonebook data, de-program radio frequencies remove memory chips if so equipped

